King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.03.003, Awards Program	Approved By:	Director Allen Nance
	Effective Date:	August 29, 2024
	Reviewed By:	PRC, EIB Manager
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Purpose
To establish a system for the nomination and selection of members of the Department, affiliate personnel and members of the public for recognition of their meritorious service.

Policy
King County's True North is Making King County a welcoming community where every person can thrive. Supporting that True North are the county's eight values including:

- We are one team
- We solve problems
- We focus on the customer
- We drive for results
- We are racially just
- We respect all people
- We lead the way
- We are responsible stewards

A keyway to instill these values is to recognize employees who embody them. It is the policy of the Department to acknowledge personnel, other King County staff, affiliate personnel and members of the public for their meritorious achievement and superior work performance through an awards ceremony. Nominations shall be encouraged from a diversity of DAJD staff positions, shifts, and demographics representative of the agency.

References
King County Ordinance: 16948
DAJD Policy: 1.03.039, Approved Employee Dress

A. Awards Committee and Selection Process
1. The Awards Committee shall be comprised of the following seven members:
   a. Chairperson – Designated by the Director and may be Commander/Major or Division Director/Deputy Director. The Chairperson is a non-voting member who will act as a tie breaker if necessary. The position rotates through the Department's division as follows:
      1) Administration and Community Corrections Division Chairs serve for one year.
      2) Each Adult Division and the Juvenile Division Chairs serve for two years.

b. Member – A Line Supervisor from any division
c. Members (2) – A representative from each Adult Division
d. Member – Juvenile Division representative
e. Member – Community Corrections Division representative
f. Member – Administrative Division representative
g. Member – EIB Manager or designee with advanced county equity training as determined by the EIB or Department Director
h. Staff members interested may submit their names to each division and must have at least three (3) consecutive years with the department and must have no discipline imposed within the past two years.

2. The selection for each division representative will be made by the respective division. If more than one person submits a desire for participating, the division manager will determine who is selected.

B. Length of Service

All committee members shall serve for two (2) years.

1. Vacated positions during mid-term will be filled by the respective division.
2. Members must have no discipline imposed during their term of service.
3. Members who fail to fulfill their obligation may be removed after a review by the current Committee Chairperson.

C. Departmental Awards

All of the awards and certificate nominations shall be voted on and approved by the Awards Committee for presentation to the recipient.

1. Medal of Honor - The highest award bestowed upon Department personnel. This medal may be awarded to personnel who, in the line of duty, give their life or distinguish themselves by the performance of an act of courage involving risk of imminent danger to their life (or loss of life) with knowledge of the risk.
   a. The nominee must:
      1) Be Department personnel or personnel of an affiliate organization.
      2) Have acted within the law and Department policy.
      3) Have performed for the purpose of saving or protecting human life.
      4) Have acted in a manner that clearly distinguishes their courage.
   b. The act must have been:
      1) A voluntary performance that did not justify cause to censure.
      2) Based on sound judgment and did not unduly jeopardize any mission or individual.
2. Medal of Valor - The second highest award bestowed upon Department personnel. Issued for an act of valor involving great personal risk of imminent danger to their life with knowledge of the risk.
   a. The nominee must:
      1) Be Department personnel or personnel of an affiliate organization.
      2) Have acted within the law and Department policy.
      3) Have performed an exceptional act of valor without regard to their personal safety.
   b. The act must have been:
      1) A voluntary performance that did not justify cause to censure.
      2) Based on sound judgment and did not unduly jeopardize any mission or individual.
3. Meritorious Service - Conferred upon personnel or a unit for service that required exceptional performance in a difficult assignment.
   a. The nominee must:

1) Be Department or other King County agency personnel or personnel of an affiliate organization.
2) Have acted within the law and Department policy.
3) Have displayed professionalism both admired and exemplary.

4. Meritorious Achievement - Conferred upon an individual or group to recognize single acts of merit that required a superior performance during an event, circumstance or task.
   a. The nominee must:
      1) Be Department or other King County agency personnel or personnel of an affiliate organization.
      2) Have acted within the law and Department policy.
      3) Have displayed professionalism both admired and exemplary.
5. Golden Clarion Award – Issued for acts advancing equity and equitable practices.
   a. The nominee must:
      1) Be Department or other King County agency personnel or personnel of an affiliate organization.
      2) Have acted within the law and Department policy.
      3) Embody values of inclusivity, equity, and social justice per Ordinance 16948.
      4) Have engaged in action that advances anti-racist, pro-equity practices.
6. Distinguished Service - Issued for an act demonstrating personal or unit initiative and accomplishment by an individual or group which brings public acclaim or recognition to the nominee or King County.
   a. The nominee must:
      1) Be Department or other King County personnel or personnel of an affiliate organization.
   b. The act must have:
      1) Demonstrated a prolonged period of exceptional work performance superior to those who are in the same classification.
      2) Demonstrated continued self-improvement on or off the job or
      3) Made important contributions to organizational efficiency, developed a technical innovation or identified a method for substantial cost savings.
6. Life Saving Award - Issued for competent and expedient action which is directly responsible for sustaining or saving a human life, or an act which removes a person from a situation which would have resulted in imminent serious injury or death.
   a. The nominee must:
      1) Must be current Department personnel or a citizen acting selflessly to save a life.
      2) Must have acted within the law and Department policy.
      3) Have faced immediate peril to a lesser degree than that outlined in the Medal of Honor Award.
      4) Performed first aid that saved or prolonged another's life.
7. Purple Heart Award - The Purple Heart Award may be conferred upon Department personnel who are killed or injured while on duty.
   a. The nominee must:
      1) Be current Department personnel.
      2) Have acted within the law and Department policy.
   b. The injury:
      1) May have been caused by the action of another to injure the staff member, another person or property.
      2) May have been due to any cause where the staff member exhausted all reasonable safety precautions or had little or no control over the circumstances.

3) Must have been a severe or disabling injury that required immediate hospitalization or medical observation.
4) Must have caused death or a substantial risk of death.
5) Must have caused a serious or prolonged disfigurement or impairment of general health.

8. Certificate of Retirement - All Department personnel who retired honorably will receive a Certificate of Retirement.
   a. Department personnel shall notify Human Resources in writing of their plan to retire.
   b. The Awards Committee will request a list of retirees from payroll annually.
9. Certificate of Achievement - Awarded when an action or contribution does not rise to the level of the above awards but merits formal recognition by the Department.

D. Method of Nomination(s)

It shall be the privilege of any Department member or affiliate to nominate persons for recognition as an award recipient. All award nominations will be sent to the Awards Committee via the nominating person's Chain of Command for review and written recommendations. Supervisors in the Chain of Command shall attach statements and any additional documentation regarding the recommendation. Citizens who report an act or acts warranting commendation shall have their letters submitted to the Awards Committee via the Chain of Command. The Chain of Command shall attach any additional documentation, comments and recommendations for the award nomination.

1. The Chairperson shall schedule an Awards Committee meeting at a minimum once every quarter. The Chairperson may cancel a meeting if no cases are pending.
2. In the event of a special situation, the Chairperson may authorize a special meeting for the submittal of a particularly meritorious award.
3. All award nominations shall be in writing and addressed to the Awards Committee.
4. The Awards Committee is authorized to review all reports regarding the incident in which the nominee is in consideration.
5. The Awards Committee should consult with Division leadership of the employee nominated before denying submissions in order to ensure complete information is received by the Awards Committee.
6. All administrative decisions require the Chairperson's approval.
7. In the event a nominee clearly does not meet the criteria for the recommended award, an alternative award shall be considered by the Awards Committee.
8. The Awards Committee shall complete written narratives regarding the circumstances of the incident and such narratives will be included on the certificate in its entirety. Certificates are to be maintained in the recipient's permanent personnel record.
9. All procedural/administrative decisions will be the sole responsibility of the Chairperson.
10. Awards shall be confirmed by a minimum of 60% of the Award Committee members present.
11. This policy is subject to revision by the selected Awards Committee members and by approval of the Director.
12. In the event an Awards Committee member is nominated, they will be excluded from the vote.

E. Display of Awards on Person

1. The ribbon portion of the award may be worn on the uniform or personal clothing of the recipient.
2. The medal with ribbon portion of the award may be worn at formal occasions.

3. Medals with ribbon portion of the award may be worn by the Honor Guard when performing official duties representing the Department.
4. Further selections of the same person for the same medal shall be awarded as a star.
5. Refer to Department policy 1.03.039, Approved Employee Dress.

F. Award Particulars

The recipients of these awards shall be entitled to the following:

1. A certificate inscribed in detail that states the award being given and the act for which the award is bestowed.
2. The award token shall be determined by the committee and shall distinguish between award types.
3. An award medallion suspended from a ribbon that may be worn at official ceremonies.